



## **US MILITARY GROUP - SANTIAGO/CHILE**

### **PRE DEPARTURE BRIEFING** **INTERNATIONAL MILITARY STUDENTS**



Congratulations! You have been selected to go to the United States for military technical training and/or professional training to help advance the capability of your country's military. You will have many things to do before you start your trip. Since you may be in the United States for a long time, you should prepare very carefully before you leave.

Ms. Gladys Wilson, Administrative and Training Manager at the United States Military Group in Santiago, Chile (Av. Andres Bello 2800, Las Condes; phone: 330-3536; fax: 330-3171) is responsible for your administrative processing prior to departure for your training in the United States and/or at other United States training installations overseas. Administrative Processing consists of several different tasks, among which we can identify the following:

1. Preparation of Invitational Travel Orders (ITO's).
2. Providing a pre-departure briefing.
3. Ensuring you meet all required prerequisites for training (language, medical, etc).
4. Providing your biographic data to the school(s) to be attended.
5. Providing your flight itinerary to the first training location.

Culture influences every aspect of human life, from birth to death. You will gain first hand experience of the Culture of the United States of America during your training there. You may find some elements of culture to be very similar to your own, while others may be greatly different.

The United States is a cultural mixing bowl. Citizens of the United States have come from every corner of the world. They brought elements of their culture with them. So, you may recognize some elements of the local culture, while others may be strange to you. This guide is designed to help you understand some cultural elements of the United States, especially those that may influence your training.

### **PRE-DEPARTURE BRIEFING LOCATION**

You are required to report to the U.S. Military Group (MILGP) for a pre-departure briefing with the following documents:

1. Completed Personal Data Sheet (provided by the MILGP) [Annex A]
2. Biographical Data.

3. Medical Certificate (English and Spanish). [Annex B and C]
4. Separate HIV Certificate and Chest X-ray report.
5. Security Statement (level of access to classified material within your service)
6. Flight Itinerary.
7. Medical insurance policy for authorized dependents accompanying you (if applicable).
8. Translated Transcripts (when applicable)
9. Some specific courses require specific additional documentation, such as the centrifuge training, which must be accredited/certified by a U.S. physician [Annex D]

Items 2 and 3 above will also be required for ALL accompanying dependents with the exception of the following:

1. Children below 12 years will not require the blood test for HIV.
2. Children below 5 years and expectant mothers will not require the Chest X-ray.
3. Children below 1 year must have a note from a licensed physician stating that the child is fit to travel and has received all necessary inoculations.

Ms. Wilson will review the above documents with you, explain the administrative processing, provide general information on the United States, review the student welcome packet from the school/installation where training is to be received, etc.

### **YOUR INVITATIONAL TRAVEL ORDER (ITO)**

During your pre-departure briefing, you will get your Invitational Travel Order (ITO), issued by our Training Manager before you depart Chile.

1. Check your military rank and U.S. equivalent, correct spelling of your name, and make sure your service number is correct.
2. Carry a copy of the ITO with you at all times on your person.
3. Place one copy of the ITO and any amendments in each piece of your luggage when you are traveling. Keep the remainder of your ITO's in your possession, that is, briefcase.
4. Recommend that you attach a copy of the ITO to your passport for showing to Immigration/Customs Officer upon arrival at the Port of Entry to identify purpose of travel.

The ITO is used for identification, participation in training/course, itinerary, special conditions, baggage limitations, funding, and authorization of dependents. You must retain sufficient copies of the ITO because it is the controlling document for your training and administration.

You will be authorized only the training and privileges as stated in the ITO or any official amendments. The training that has been scheduled is in the best interest of your Government.

Do not contact U.S. officials directly in the United States to change any part of your training. You must follow the appropriate channels. If you feel a change is necessary in your training, begin the process by talking to your IMSO about it. You will have to touch basis with your Point of Contact at the Chilean Military Mission in Washington DC who will, in turn, coordinate with your appropriate service training branch, the National Defense Staff Training Representative, the US Military Group Training Coordinator, and the US school involved. If the change is approved, the corresponding US Country Manager will authorize the MILGP in Santiago to amend your Invitational Travel Order. Once you begin a request for a change in training, you should notify the International Military Student Officer (IMSO) at your training location.

## **VISA**

Since January 5, 2004, all visitors to the United States holding a non-immigrant U.S. visa are photographed and fingerprinted upon arrival.

The **visa validity** date is the time period during which the applicant must use the visa to enter the United States. A person with a **multiple-entry** visa valid for one year can make several trips to the United States during that year. Some people will be issued **single-entry** visas only; therefore if they travel outside the United States they must apply for another visa before they return. The visa validity date has nothing to do with the **length of stay** which is determined by the immigration official at the port of entry.

Ensure you have the appropriate visa in your official passport before leaving Chile. Your Liaison Office is responsible for obtaining an official visa from the U.S. Consulate in Santiago. Prior to a visa being granted, your passport must be valid for the duration of your stay in the United States. The Training Manager will provide support for this process as necessary.



The following documents must be submitted in order to obtain an official visa:

1. Valid official passport.
2. One 5 x 5 photograph (white background).
3. Completed/signed DS 156 form.
4. Diplomatic Note from the Ministry of Foreign Affairs requesting the visa.

If your dependents will accompany you to the United States, or if they intend to join you while you are in the U.S., they must submit the same documentation as stated above, and the letter from the Ministry of Foreign Affairs should include their particulars.

## **MONEY**



You must have in your possession upon entry in the United States sufficient funds to cover expenses related to your trip. Most training installations as well as surrounding cities have banking facilities available. Try to avoid carrying large amounts of cash. Credit cards and/or traveler's checks are recommended. Establishing a checking account upon arriving at your training location, will expedite your money transactions.



## **ARRIVING IN THE U.S. (PORT OF ENTRY)**

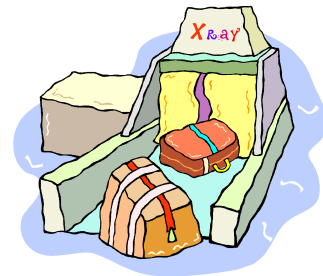
### **Customs:**

If worth ten thousand dollars or more, you will be expected to fill out a U.S. customs declaration showing expensive items such as gold, cameras, liquor, etc, prior to arriving at the first Port of Entry in the U.S.



All of your luggage will be inspected upon arrival at the first Port of Entry in the U.S.

All suitcases must be unlocked on domestic flights.



## **ARRIVING AT THE AIRPORT CLOSEST TO YOUR TRAINING LOCATION**

Our intent is that every international student be met by liaison officer personnel upon arrival at the airport nearest your training location, since we notify them of your arrival (this is why we request your flight itinerary in advance.)

If not met, you may call the training installation International Military Student Officer (IMSO) or Duty Officer for assistance, using the Contact Information provided to you by the Training Manager.

You must report to the training installation on the report date as noted in your ITO. Reporting earlier or later than the report date causes administrative and academic problems both for the training installation and you.

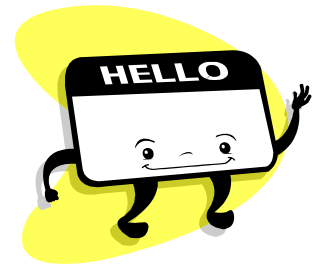
## **INTERNATIONAL MILITARY STUDENT OFFICER**

The International Military Student Officer (IMSO) is the person you should see for assistance, problems or complaints. Some of the responsibilities of the training installation IMSO include:

1. Brief you on arrival at the training installation.
2. Maintain your personal and academic record.
3. Insure proper installation clearance and check-out procedures are followed.
4. Assist in resolving matters through MILDEP channels where unique or controversial situations exist that are related to grooming standards, religious principles, indebtedness, or any situation detrimental to your successful completion of training.

## **PRIVILEGES**

Upon arrival at your training location, an Identification Card will be issued to you and will remain valid during your training, or until the installation authorities determine otherwise. This ID card will identify you when entering U.S. Installations and Facilities. You are authorized use of Post Exchanges and Commissaries, and other facilities available to U.S. personnel.



Please remember that post exchanges and commissary tax-free privileges are for your personal use and you may not resell items purchased there to unauthorized personnel. The abuse of this privilege by the sale, gift, or trade of duty free and tax free articles is unlawful and can result in withdrawal of the privilege, administrative penalties and disciplinary action.



Please remember that clubs for officers, non-commissioned officers and enlisted personnel on most training installations are supported by the members and not by the Department of Defense funding. On some training installations, you may be authorized membership without charge, while at others a small payment is required. Clubs generally provide dining rooms, bars, cocktail lounges, game rooms, reading and television lounges, snack bars, and swimming pools. Most training installations also have areas where you may play soccer, basketball, volleyball. Movies are normally shown nightly for a nominal price at theaters located on the training installation.

Privileges extended to you, if training at a U.S. installation overseas, will be in accordance with applicable international agreements.

## **DEPENDENTS**

Exchange and commissary privileges for dependents are limited to those dependents as authorized on the ITO.

When dependents join or accompany you without authorization on the ITO, dependents are not authorized such privileges. These privileges cannot be extended without authorization of your Government to amend the ITO.



**Medical/health insure must be obtained for your authorized dependents prior to leaving Chile.**

Except for expressly designated courses or training, it is recommended that dependents do not accompany or join you during your period of training. Except for those courses specifically identified by the Military Department, the administration of foreign military trainees (FMT) is geared to foreign military trainees without dependents. Trainees with dependents are invariably confronted with problems that interfere with their training.

Training programs, movement schedules, and reporting dates will not be altered to meet any special requirement should you decide to take your dependents. U.S. Government housing is normally not available for entire families and is not guaranteed due to the critical shortage of housing. Civilian housing is generally distant, expensive and difficult to obtain.

## **STANDARDS OF CONDUCT**

You will be required to conduct yourself in a manner that will bring credit to yourself and your country. Standards prescribed for counter-part Department of Defense personnel with regard to duty hours, off-limit establishments, travel distance limitations, military courtesy, financial responsibility and military bearing apply to you while in training.

The determination of appearance and grooming standards is a U.S. Military Department prerogative. You are expected to comply with such regulations.

Commanders of U.S. training installations strictly enforce regulations governing attendance at training. Unauthorized lateness to class, absence from class, or absence without leave (AWOL) are serious infractions of U.S. military regulations which can result in training being canceled and the trainee being sent home.

## MILITARY COURTESY

While Training in the United States it is important to observe the courtesy and traditions of the United States military. You will meet many American Soldiers who are instructors, cadre, and classmates.

How you interact with them reflects directly on their opinions of the professionalism of your military. For some of the Americans you meet, you will be the only representative of your military they ever encounter. It is important for you to make a good impression. How you wear your uniform and respond to military courtesies is a large part of that impression. Making a good impression is easy if you pay attention to some simple military courtesies.

Rank has its privileges: The senior officer in the military is always accorded the position of honor. The word "sir" is customarily used when an enlisted person addresses an officer, or when a junior officer addresses a senior officer.

Salute: Military courtesy is inherent in the act of saluting, which is the military method of greeting. American enlisted personnel salute the U.S. or foreign commissioned officers and warrant officers. It is the officer's duty to return the salute. Junior officers salute senior personnel in uniform when passing each other on the installation. It is also used indoors when reporting to the commander and at certain ceremonies.



International rank insignia can be confusing for some Americans. It is always proper courtesy to return a salute rendered by a soldier in uniform. When you are in uniform, outside and approached by a Junior Officer or a Non Commissioned Officer outside they will render a salute. It is important for you to return the salute. If you are seated, stand and return the salute. When you are outside and approach an Officer who is senior to you, you should render a salute and hold it until the Officer salutes in return. A salute is not necessary if either of you is involved in a work detail or participating in PT at the time. When reporting to the Commander, always salute upon entering the room.

**Tributes to the Flag** - The American Flag is raised on the post at reveille (0600 hours) and lowered at retreat (1630 hours) each weekday. These ceremonies are accompanied by a bugle call, which can be heard throughout the post. If you are outside when you hear the call of reveille or retreat you should stand at attention facing the flagpole until the music stops. This is true even if you are driving in your car. Pull over and get out of the car to show respect. Americans in uniform will salute the flag; Americans in civilian clothes will put their right hands over their hearts. You can salute or put your hand over your heart if you are so inclined.





## **CLASSROOM ETIQUETTE**



Students often report to the classroom early and exchange greetings and light conversation.

An instructor entering a classroom is a sign that class will begin. Students should take their seats. An instructor may exchange individual greetings with some students on the way into the classroom, but will not greet each student individually. If an

instructor begins by greeting a class he is inviting the class to respond with a like greeting.

**Timeliness** - It is very important to be on time for class whether it is at the start of the day or after breaks or lunch. If you do show up late, do not make an excuse or interrupt the instruction, just walk in and sit down. Do not make a habit of showing up late.



Some instructors may lock the door at the scheduled start time. If you are locked out of class, do not knock on the door; wait until the next break. You will not get credit for attending that instruction. It is up to you to catch up with the class and learn what material is testable. Repeatedly showing up late for class will have a negative impact on your Academic Report and could jeopardize your class standing.

**Rank** - When instructors are on the platform they are in charge of the class, regardless of the rank of the students being taught.

While Americans respect officers who are senior in rank, students are equal in the classroom. This can create some challenges because international students often are senior in rank to their U.S. classmates.

Officers may be tasked to lead squads that include Senior Officers. Rank can not interfere with the exercise or training mission. The classroom affords no privilege to rank. Everyone must participate in class to be considered for a diploma.

**Breaks** - Instructors will usually call a break every hour or so. They look for a logical point in the instruction to break rather than the clock. Students are expected to be in their seats in the classroom when the instructor is teaching. If you must leave the classroom for an emergency situation, just get up and go. Do not disrupt the class or ask permission.



Breaks are an opportunity to socialize with your classmates and get to know each other. You can discuss the class or outside activities. It is an excellent opportunity to exchange ideas and ask questions.



Students who break into small groups and speak a language other than English are sending a message to other students that they do not want to talk to them. Speaking English during your course and breaks will help you improve your language skills and get to know your U.S. classmates.

**Questions** - Questions are a great way to clarify instruction. Instructors appreciate most questions because they benefit the entire class. If you have a question during class, raise your hand and wait for the instructor to recognize you.



It is not necessary to stand or introduce yourself when asking a question. Do not ask a question of another student or talk to other students when an instructor is speaking. Save personal conversations for the break.



**Examinations and Quizzes** - Examinations are often called exams or tests. They show up on the training schedule followed by a review.

Instructors may allow exams. Do not take Instructors may allow during exams. Do not the instructor.

If you have a question wait for the instructor. If minutes to get to you. while you wait.

Do not ask questions of other students during an exam.

Exchanging information during an exam is strictly prohibited. Copying someone else's paper or allowing someone to copy your paper is sufficient reason for removal from class.

Quizzes are short tests that are unannounced. An instructor may start the day with a quiz to see if everyone did their homework or check the progress of the class.

Quizzes do not have the importance of scheduled exams; however, the scores are frequently included in your grade for a given block of instruction.



international students more time for additional time unless it is announced. international students to use notes use your notes unless authorized by

during an exam, raise your hand and the instructor is busy it may take a few Try to answer other test questions

**Practical Exercises** - Some blocks of instruction include practical exercises. Your class may be divided into squads.

The squad must work together to complete their mission. Instructors will usually designate squad leaders and other positions in the squad. Regardless of the rank of the squad leader, each member of the squad must contribute to the exercise.

Instructors monitor practical exercises. Students who do not participate in practical exercises are not eligible for a diploma.

## **MILITARY MEALS**

Military dining halls usually are not equipped to accommodate special requests for national dishes. However, attempts are made to accommodate religious dietary habits at installations where there are a large number of foreign military trainees.

## **MILITARY STATUS**

You will be treated in the same manner as your U.S. military counter-parts of equivalent rank. No training program will be arranged to treat you in a manner that you may be accustomed to in your armed forces. You will be accorded the same privileges and, therefore, assume the same responsibilities as U.S. personnel. Although you are not subject to U.S. Military Law, you do remain under the criminal and civil jurisdiction of U.S. Federal and State Laws. You also remain under the jurisdiction of the military authorities of your Government.

## **LEAVE AND HOLIDAYS**

Your government may authorize you leave in the United States between the last training installation and the Port of Exit upon completion of training before returning to Chile. Leave should be approved in advance, before departing Chile and the authority will be included in the ITO. Requests for leave upon completion of training, if not authorized in the ITO, must be coordinated with your training department or your Liaison Officer in Washington, D.C. who will, in turn, coordinate with the training department. Upon receipt of an official written approval of leave in our Military Group in Santiago, our Training Manager will proceed to amend your ITO.

You may request leave for short periods to travel in the United States. This leave may take place between certain courses or phases of instruction. Your leave may be jointly approved by the commander and country liaison officer, if one is available, or the Military Department with concurrence of the appropriate authority in Washington, D.C.

You are ***not*** authorized to travel on a space-available basis in U.S. military aircraft while on leave.

FOR HOLIDAYS: Installation commanders are authorized to grant non-chargeable leave for the following periods:

1. Authorized holidays observed by the U.S. Military Department
2. Major national and religious holidays of Chile, not to exceed 1 academic day for each holiday authorized. Academic progress will be the deciding factor in each case.

3. Christmas holiday period when activities at the training installation have been officially ceased.

### **OFF DUTY EMPLOYMENT**

Both your Government and the U.S. Government prohibit you from accepting any off-duty job while you are in the U.S. You may not accept employment of any kind. The purpose of this training is for you to learn in order to benefit your country. **U.S. law also prohibits dependents (spouse, children) from accepting employment while their sponsor is in the U.S. as a military trainee.**

### **PHYSICAL TRAINING**

You are required to participate in physical training as part of the course program of instruction when successful course completion depends on physical condition (for example, ranger and airborne training, among others).



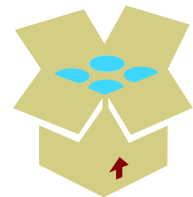
Likewise, some training locations include daily physical training (PT) as part of their program. This requirement will be indicated on your ITO, Section 12.d accordingly.



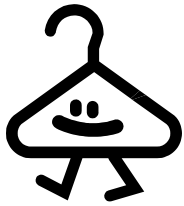
### **SHIPMENT OF INSTRUCTIONAL MATERIAL TO CHILE**

During the course of your training, you will acquire instructional material that will be of use to you back in Chile. The IMSO at your school can assist you in shipping this material. U.S. postal regulations concerning weight and size must be followed.

**FOR TRAINING STUDENTS:** You will be authorized to ship **instructional material only** back home at U.S. Government expense. Personal items are not to be included in the shipment. Your instructional material will be shipped to the U.S. Military Group in Santiago, Chile. Upon receipt, the MILGP Santiago Training Manager will notify your training branch for collection. BE SURE a copy of your ITO is included in your shipment and your ITO number is clearly stated on the outside of the box. **DO NOT** indicate your name on the outside of the box – use only the ITO number.



## **CLOTHING REQUIREMENTS**



The clothing requirements for your stay in the United States will depend on many factors: School location, the time of year of your training, the length of your stay in the United States, etc. Specific requirements can be discussed during your pre-departure briefing or by calling the MILGP Training Manager; however, the following list is provided as a minimum requirement:

**UNIFORMS:** Duty uniforms for the appropriate season, dress uniforms for special occasions, raincoat, one winter coat of jacket (depending on seasons), field uniforms or flight gear if required for your course, caps, and military insignia as appropriate. (Duty uniform is required for class attendance and the service dress uniform is normally required for social activities and graduation).

**CIVILIAN:** You may take appropriate seasonal civilian clothing with you or you may wait and purchase it as needed after your arrival at the training location. If you do take civilian clothing, we suggest you include a coat and tie for special occasions and evening use.

**WHILE TRAVELING:** You are required to report to the U.S. training installation in uniform, however, while traveling, recommend wearing comfortable civilian clothing.

## **PURCHASE/OPERATION OF AUTOMOBILES IN THE U.S.**

The U.S. and your Government has no objection to your purchase and operation of an automobile while in the U.S. and this is so stated in your ITO. You should be aware that automobiles can be very expensive, not only to purchase and operate, but also for mandatory registration, insurance and licenses. If you want to buy an automobile, you will be responsible for complying with state and military regulations regarding registration, insurance, licensing, and operation. Drivers license requirements vary from state to state. Check with the Foreign Liaison Office to determine the requirements in your area. You should obtain an International Drivers License before you leave Chile.



... do not drink and drive !!



## **TRANSPORTATION**

In most cases, your Government pays the cost of your transportation to your training installation destination and return. Please remember to reconfirm your flight reservations within 72 hours before your departure.

## **DEBRIEFING UPON RETURN**

Students, upon return to home country are required to report to the U.S. Military Group in Santiago, Av. Andres Bello N° 2800, Las Condes, Santiago for a debrief session. The purpose of this debriefing is to determine your impression of the United States, the quality of training received, and suggestions for improvements that should be made for subsequent Chilean students. If you are unable to come in for a debrief, please fax a copy of the attached questionnaire to the MILGP (Attn: Ms. Gladys Wilson), at 330-3171.



## **SOCIAL CUSTOMS AND MAJOR CULTURAL ELEMENTS**

During your stay in the United States, you should try to learn as much as possible about the customs and culture of the American people to make your stay more enjoyable.

People in the United States can learn much about the world from you. They may ask questions, which will seem peculiar to you. At first you may have difficulty understanding each other. If you make friends with the American people, you will really enter into the U.S. way of life. Only then can you return home with a realistic picture of the United States.

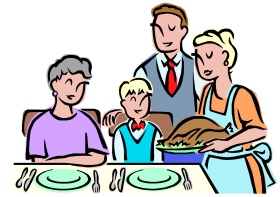
People who visit the United States from other countries often have definite ideas about what Americans are like. Almost any sentence that begins with "All Americans are..." is certain to be wrong. The things that you see in movies or on television or that you read about in books are usually only true of some Americans. The United States is a great mixture of many different kinds of people. Some Americans are very informal and friendly; some are quite formal and slow to make friends.

**Freedom** - The cornerstone of American Culture. The Constitution of the United States of America ensures that the people retain certain rights and freedoms. It limits the influence the Government has on the personal lives of the citizens. Americans who respect the rights of other citizens are free to work, play, worship, travel, and live as they please.

Americans are characterized by their spirit of independence and their freedom of action. They are interested in learning about other people, and they are happy to help

strangers if they can. Most Americans will do their best to make you feel at home in the United States.

**Family** - American families are small by comparison to many of the world's cultures. The average American family has 2 or fewer children. Most American children live in two parent households. 60% of American mothers have jobs outside home. Parents of adult children generally live independently, maintaining their own homes though it is common for the Elderly citizens to live with their adult children late in life.



**Religion** - The majority of American citizens are Christian. The Constitution of the United States ensures a separation of Church and State. There is no religious requirement to be a citizen of the United States. All of the World's religions are openly and freely practiced here. Sunday is not included in the workweek and one religious holiday is recognized: Christmas (December 25<sup>th</sup>). Christmas is the only religious holiday celebrated nationally. It is a celebration of the birth of Christ. It is a one-day holiday for Federal and State Government employees. Most businesses are closed.



Thanksgiving (the 4<sup>th</sup> Thursday in November) is a generic religious holiday. Many churches have services, but it is not an officially recognized holiday by any religion. It is a time for all American's to give thanks for the blessings they have. In the U.S., people of different religions associate freely. Americans are interested in learning about the religions of other people. They often invite their friends to attend their church so there will be a better understanding.

**Daily Routines** - Americans typically use a 40-hour workweek, 8-hour days, Monday through Friday. Actual working hours vary but usually begin before 9 a.m. and end before 6 p.m. Forty-two percent of the American workforce are women. Lunch breaks are usually an hour or less. That's why the evening meal has become the big meal of the day for many Americans. Most Americans sleep only once a day from 10 or 11 p.m. until 6 or 7 a.m. Weekends are personal time.

**Timeliness** - Professionally, being on time is very important. Though in social situations Americans are more understanding. If you are more than a few minutes late it is a good idea to apologize, an excuse is usually not necessary. If you will be more than 10 or 15 minutes late it is considered polite to call and inform your host of your delay.



Some people think that Americans are always in a hurry. This is often true, but not always. Americans do not like to waste working hours. Most Americans are very particular about time in their business and social appointments. If a person is going to be late for a working appointment, it is considered polite to call and reschedule the time of the appointment. It is considered very bad manners to be late or not come at all for a scheduled appointment without notifying the person you were going to see.

**Greetings** - People coming to work or to meeting each other in a routine setting will usually use a verbal greeting and response. Additionally, in small or rural communities, strangers simply passing on the sidewalk may exchange simple greetings. This is less common in larger cities but still may occur. Verbal greetings vary depending on where you are in the U.S. and the familiarity of the people exchanging the greeting.



### **Simple verbal greetings.**

These greetings can be repeated as a response.

"Good Morning/Afternoon/Evening" - varies with the time of day. (Often shortened to "Morning/Afternoon/Evening" informally)

"Hello" - Very common telephone greeting also used face to face.

"Hi" - a shortened form of Hello

### **Other Common Verbal Greetings.**

Require a more advance response and invite conversation. These may follow up a simple greeting.

"How are you doing?" A common response might be "Good, and you?" (Returning the question)

"What's up?" - A way of asking how busy you are. Responses vary from "Nothing much" to "Working hard" followed by "What's up with you" or "How you doin?"

### **Physical Greetings**

A wave of the hand or nod of the head may be used to acknowledge a friend in situations where a verbal greeting is not appropriate.



A handshake is a common greeting used by adults of either sex, however, it is generally used upon first meeting someone or greeting someone you have not seen for an extended period of time. Americans generally do not exchange handshakes daily.



A hug or kiss on the cheek are common greetings among family members or very close friends of opposite sexes especially if they have not seen each other for an extended period of time.

### **SLANG & NON-VERBAL COMMUNICATION**

When learning a second language most people focus on vocabulary. But the language that is taught is often different then the spoken language. Some words have common usage's that are not found in dictionaries. Most languages have some form of slang.

Slang is a personal form of communication based on common experience. Movies and television shows introduce many slang terms. Your class may develop slang terms for individual blocks of instruction, instructors, or events. The only way to learn and understand slang is to talk to people and ask questions. Slang dictionaries seem to be outdated before they are ever printed.

A large percentage of communication is non-verbal. However, words are affected by the tone with which they are delivered and the gestures and mannerisms that accompany them.

Many gestures have different meanings in different parts of the world. Some gestures that may be offensive in your country may have no meaning here. Before you are offended by a gesture, be sure offense is intended. If you are not sure, ask. Sometimes close friends use offensive gestures as a way to tease each other. A gesture, which may be offensive between two people who don't know each other, can be funny among two friends.

#### **Some common American Gestures**

**Thumbs Up** - This is a positive gesture that means the outcome is good. If an instructor gives you a thumbs up, with either hand, it means he approves of what you have said or done.



**Thumbs Down** - This is the exact opposite of thumbs up. It shows disapproval or a negative result.



**O.K.** - This gesture is made with the thumb and first finger. It signifies that everything is all right or that you are in agreement. There is nothing negative about this gesture.



**Stop** - Holding the hand up, fingers either extended or palm forward means stop. This wave of the open hand which means "Hello". You can tell which gesture is intended by the look on the individual's face. Hello is usually accompanied by a smile.



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### **Learn as you Go**

It is important to have an open mind when you are communicating in another culture. Asking questions is the best way to learn.

Asking questions about slang and gestures is a good way to get conversations started. Don't be shy about asking someone what they mean with either a gesture or a slang term.

### **Social Situations**

You may be invited by your sponsor or someone you meet to their home. Arriving on time makes a good impression.



Gifts are usually not expected, but always appreciated. A small memento from your country is an excellent gift.

Flowers or chocolate are also popular gifts. Wine is a nice gift if you are sure the individuals drink alcohol. If you are unsure, avoid taking alcoholic beverages as a gift.

Your host should tell you if food is involved. Let them know if you have any restrictions to your diet. You will not be expected to eat anything you do not want. Your host may serve you or allow you to serve yourself.

If you serve yourself, don't take more than you can eat. It is better to get a second serving than leave a large portion on your plate. Many Americans will offer a second serving (called "seconds") only one time. They will not usually force a second serving once it is declined. It is O.K. to ask for a second serving, many Americans who cook think of this as a compliment.

Americans are indirect about when to end an evening. They may make a comment about how late it is getting or how early they might have to get up tomorrow. This is a sign that it is time to leave.



Most Americans take pride in their property and expect others to show respect for each other's property. In the United States, it is considered to be very important to maintain clean and orderly living quarters whether they are furnished, rented, or owned.

Respect for other people is based on voluntary acceptance of duties and responsibilities. This includes doing one's share of keeping places clean and taking one's turn in a line at a cafeteria or at a ticket office.

Manners which are acceptable in the United States are usually simple, practical ways of doing things with a sincere regard for rules and customs determined by common sense. Americans may start to "kid" or tease or joke with each other on very short acquaintance. To be teased is a sign of being well liked, and to accept teasing with good humor helps one to get along with strangers.



As you become accustomed to the way of life in the United States, we hope to become more familiar with the customs of your country. The U.S. has much to gain from your traditions and culture, and it is up to you to help us learn.

### **GENERAL FOOD INFORMATION**

Americans normally eat three meals a day. The first of these is breakfast, and usually is eaten just prior to going to work in the morning. Americans who eat breakfast favor either some form of cereal or eggs served with pork-based meat (bacon, sausage, or ham), fruit juice, coffee, milk, toasted bread, pancakes, and hashed brown potatoes.

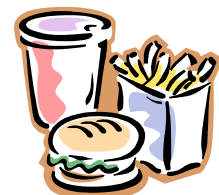


A light breakfast, for example, might consist of one cup of coffee and a slice of buttered toast, while a heavy breakfast might include any number of the above items.

You can get a good idea about American food preferences by looking at the menu of a typical American restaurant. Restaurants serve the food people are most interested in eating. You can see what Americans typically call Breakfast, Lunch, and Dinner. These meals seem to revolve around some form of meat (mostly red meats or chicken) served with a starch (potatoes are most common, rice is readily available) and vegetables. Many evening meals start with a lettuce-based salad.

The noon meal - lunch - is usually light. It is most often some form of sandwich.

Lunch is a midday meal. Like breakfast, lunch may be either light or heavy, depending on the appetite of the diner. He may desire only a



sandwich and something to drink, for example, or he may prefer a full meal of meat, potatoes, salad, etc.

Most Americans eat a light lunch and reserve dinner as the big meal of the day. Dinner is the evening meal and usually is served from 1800 to 2000 hrs. Dinner usually includes meat, potatoes, vegetables, salad, drink and dessert.

In many businesses a "coffee-break" (which often includes a 'snack') is the custom in the morning and afternoon. Employees may stop their work for a few minutes to go to the "snack bar" or cafeteria. Snack bars – which sell coffee and other drinks, desserts, light lunches, etc. – are found in department stores, transportation centers, office buildings, and many other places. Many office buildings have vending machines which serve sandwiches, hot and cold drinks, candy bars, cookies and even frozen sweets such as ice cream.



### **EATING IN CAFETERIAS**

The least expensive eating places are cafeterias and food counters. At cafeterias people serve themselves from a food counter and usually carry their own trays of tables. In some cafeterias, however, waiters are provided to help the diners. You pick up a knife, fork, spoon and napkin, and put them on your tray. You then slide the tray on a counter, choosing as you go, cold foods such as fruits and fruit juices, salads, and desserts. You ask the person behind the counter for warm foods. There are no individual menus at cafeterias, but foods and prices are usually posted behind the counter. For the sake of economy, look for the day's "special". This will be a complete meal at a special low price for that day only.

After you have chosen your food, you push the tray to the end of the counter where a cashier totals your charges, and either takes your money or gives you a ticket to be paid at another cashier's desk on your way out of the cafeteria. You carry your tray to a table where you eat your meal, often with any other diner who wishes to sit at the same table. It is the custom to ask permission to join anyone already seated at a table.



### **EATING IN RESTAURANTS**



At restaurants, there is usually a headwaiter or waitress (or "hostess") to take you to your table. If this is not the case, however, you may select your own table and sit down to wait for someone to come to take your order. Once seated, you will be given a menu which lists the



food you can buy. After you have made your choice of foods, the waiter or waitress will take your order.

On a menu, you may find such words as: A la carte-Each item of food has a price. You must ask for each food you wish. Table d'hote or Place Lunch, Special of the Day, Businessman's Lunch, Chef's Special – any of these refer to a complete meal for a certain price. The cost of your meal will be determined by the entrée of the main course (usually meat or fish). Often you may choose from a list of vegetables or salads. Full Course Lunch or Dinner - this is a meal that has several courses or parts. You may choose from several foods, but your main course (usually a meat dish) will determine the cost of your meal. The first course is usually fruit or vegetable juices or soup. Next, the main course, vegetables, salad and bread are served. Dessert is the last course. You may choose coffee, tea, milk or a "soft drink" (soda) to drink with your meal. The drink may be included in the price or may be separate.



Because you have received table service, you will be expected to leave a gratuity or "tip" at your place for the waiter or waitress when you leave your table. Most of the times, the tip will not be included on your bill or "check". The custom is to leave about 15 percent of the total price for the tip. You should check your bill to be sure it is correct before you pay the waiter or cashier.

### **Making the most of your experience**

Training in another country is much more complicated than visiting or touring. You must have a greater understanding of the culture, people and language to be successful.

While you train in the United States you should be aware of the culture and people you meet and work with, that is why we provide you with this "Pre-departure Brief". Learning is more than just reading books and attending class.

You can make the most of your time in the United States if you work with people to further your understanding of your training and the people who are presenting it to you.

*Have a safe, beneficial, and successful stay in  
The United States of America!!*

**Gladys V. Wilson L.**

## STUDENT QUESTIONNAIRE

The purpose of this questionnaire is to obtain your comments and recommendations concerning the training you received in the United States.

Please complete this questionnaire and send it to **Ms. Gladys Wilson at the Military Group in Santiago, upon your return to Chile.**

(via e-mail: [wilsong@santiago.mg.southcom.mil](mailto:wilsong@santiago.mg.southcom.mil) or via fax: 330-3171)

### SECTION I.

1.- Student's Name:

\_\_\_\_\_

2.- Rank: \_\_\_\_\_

3.- Service: \_\_\_\_\_

4.- Course(s) attended:

Dates:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5.- Duty Assignment:

Before training

(1) Duty Position: \_\_\_\_\_

(2) Unit of Assignment/Location: \_\_\_\_\_

Upon Return After Training:

(1) Duty Position: \_\_\_\_\_

(2) Unit of Assignment/Location: \_\_\_\_\_

6.- Prior to departing for the United States on training, did you receive a complete briefing on your travel to the U.S. ?

7.- What subjects were not covered in your briefing that would have been useful to you?

8.- Were you met by School representatives upon arrival at the airport serving your location?

- 9.- What is your evaluation on the training received?
- 10.- Was the training difficult? If so, what was the reason?
- 11.- In your opinion, should the training you received be provided to other students? Why?
- 12.- Will the training you received be useful to you in your next military assignment?
- 13.- Did you receive adequate assistance from the school and base personnel? If not, what could have been done to make your attendance at the course more enjoyable?
- 14.- Did you arrange to forward any Instructional Material to Chile from the school(s) you attended?
- 16.- What would be your comments regarding the support received from the Military Group Santiago Training Manager?

~ \* ~



## ANNEX "A"

### FORMULARIO DE ANTECEDENTES PERSONALES

Como parte del proceso administrativo y requisitos del Departamento de Defensa, se solicita remitir los siguientes antecedentes a la brevedad posible, vía e-mail ([wilsong@santiago.mg.southcom.mil](mailto:wilsong@santiago.mg.southcom.mil)) o vía fax (330-3171):

Nombre Completo: \_\_\_\_\_

Fuerza Aérea ☐ Ejército ☐ Armada ☐ E.M.D.N. ☐ MINDEF ☐ OTRO ☐

Grado Militar: \_\_\_\_\_ Unidad a la que pertenece: \_\_\_\_\_

Cargo que desempeña: \_\_\_\_\_

Curso/Entrenamiento al que postula: \_\_\_\_\_

Fecha de Nacimiento: \_\_\_\_\_ Lugar de Nacimiento : \_\_\_\_\_

RUT: \_\_\_\_\_ Nº Identificación Militar: \_\_\_\_\_ Nº Pasaporte : \_\_\_\_\_

Teléfono particular: \_\_\_\_\_ Teléfono comercial : \_\_\_\_\_ Celular: \_\_\_\_\_

¿Tiene usted alguna restricción alimentaria? NO \_\_\_\_\_ SI \_\_\_\_\_ ¿Cuál? \_\_\_\_\_

¿Está usted ingiriendo algún medicamento? NO \_\_\_\_\_ SI \_\_\_\_\_ ¿Cuál? \_\_\_\_\_

E-mail 1 \_\_\_\_\_

E-mail 2 \_\_\_\_\_

#### **Familiares inmediatos autorizados a acompañarle:**

Nombre	Parentesco	Fecha Nacimiento	Lugar Nacimiento	RUT/ID

#### **Favor Presentar:**

Certificado Médico indicando buenas condiciones dentales y de salud en general del alumno ☐

(El certificado es proporcionado por el MILGP y firmado/timbrado/fechado por el médico)

Certificado Examen VIH y diagnóstico médico correspondiente ☐

Resultado Radiografía de Torax (no la radiografía) ☐

Datos biográficos (curriculum del alumno) ☐

Certificado nivel de acceso a material clasificado ☐

Póliza de seguro médico para la familia (en caso de ser autorizados a viajar) ☐

**IMPORTANTE:** En caso de planificar vacaciones después del curso, debe presentar una autorización escrita de su Institución con las fechas; información que será incluida en la ITO (Invitational Travel Order). Igualmente, cualquier cambio de tarifa o gasto adicional que ello pudiese implicar, es de total responsabilidad del alumno.

#### **Contactos en Chile en Caso de Emergencias:**

Nombre \_\_\_\_\_ Parentesco \_\_\_\_\_ Teléfono \_\_\_\_\_


MILGP CI-SCL-FORM 004 (Updated 30/AUG/05)

## **ANNEX "B"**

**(Document to be submitted to the United States Military Group, Chile)**

### **M E D I C A L   C E R T I F I C A T E**

This is to certify that (Rank)\_\_\_\_\_ (Name) \_\_\_\_\_, received a thorough dental and physical examination which included a chest X-Ray, and was found free of infectious diseases or other medical defects that could require treatment or hospitalization while in training in the United States under the U.S. Security Assistance Program. The physical examination has included screening for serological evidence of HIV infection and the results of said screening have been negative.

**Santiago, \_\_\_\_\_, 2005**

Doctor's Name: \_\_\_\_\_

Signature & Stamp: \_\_\_\_\_

## **ANNEX "C"**

**(Documento para ser presentado al Grupo Militar de los EE.UU.)**

### **C E R T I F I C A D O   M É D I C O**

Por el presente, certifico que el (Grado) \_\_\_\_\_, Sr. (Nombre) \_\_\_\_\_, cumplió con un examen dental y médico completo, incluyendo radiografía de tórax, no habiéndose detectado ninguna enfermedad contagiosa o defecto físico que pudiese requerir tratamiento médico u hospitalización durante su estadía como alumno en los Estados Unidos, bajo el Programa de Asistencia de Seguridad estadounidense. El exámen físico ha incluido igualmente estudios seriológicos para detectar infección de VIH y los mismos han sido negativos.

**Santiago, \_\_\_\_\_ de \_\_\_\_\_ del 2005**

Nombre del Médico: \_\_\_\_\_

Firma y Timbre: \_\_\_\_\_

## ANNEX "D"

<b>MEDICAL RECOMMENDATION FOR FLYING OR SPECIAL OPERATIONAL DUTY</b> <small>(This Form is Subject to the Privacy Act of 1974 - Use Blanket PAS DD Form 2005)</small>								
TO: (HOSM/Unit Scheduling Officer) or (Commander/Duty Section)				FROM:		DATE		
NAME (Last, First, Middle Initial)				GRADE		SSN		
RATING/FLYING OR SPECIAL OPERATIONAL DUTY		ASC	ACTIVE FLYING		ORGANIZATION		MAJCOM	
			<input type="checkbox"/> YES <input type="checkbox"/> NO					
THE ABOVE INDIVIDUAL HAS BEEN FOUND (Check appropriate boxes):								
<input type="checkbox"/> MEDICALLY RESTRICTED FROM FLYING OR SPECIAL OPERATIONAL DUTY (DNIF)								
<input type="checkbox"/> MEDICALLY CLEARED FOR FLYING OR SPECIAL OPERATIONAL DUTY FOLLOWING AN ILLNESS OR INJURY								
<input type="checkbox"/> MEDICALLY CLEARED FOR FLYING DUTY FOLLOWING:								
<input type="checkbox"/> INITIAL MEDICAL EXAMINATION		<input type="checkbox"/> PERIODIC MEDICAL EXAMINATION		<input type="checkbox"/> INITIAL CLEARANCE (This Base)		<input type="checkbox"/> AIRCRAFT MISHAP		
<input type="checkbox"/> REQUIRED TO WEAR VISION CORRECTION DEVICES WHILE PERFORMING FLYING OR SPECIAL OPERATIONAL DUTY.								
<input type="checkbox"/> RATED OFFICER: ILLNESS OR INJURY WILL NOT BE RESOLVED WITHIN 180 DAYS.								
<input type="checkbox"/> NONRATED OFFICER OR ENLISTED PERSONNEL: ILLNESS OR INJURY WILL NOT BE RESOLVED WITHIN 60 DAYS.								
ACTUAL DATE FOUND DNIF		ESTIMATED DURATION OF DNIF		ACTUAL DATE FOUND MEDICALLY CLEARED		TOTAL DAYS DNIF THIS ILLNESS/INJURY		
REMARKS								
DATE MEDICAL CLEARANCE EXPIRES				MEDICAL EXAMINATION MAY BE ACCOMPLISHED IN THE MONTH AND YEAR INDICATED:				
TYPED OR PRINTED NAME AND GRADE OF FLIGHT SURGEON				SIGNATURE		DATE		
I CERTIFY that I have been notified and understand the above actions and recommendations.								
I <input type="checkbox"/> DO <input type="checkbox"/> DO NOT wear contact lenses while performing flying or special operational duty.								
SIGNATURE OF FLYER OR INDIVIDUAL						DATE		